

19 June 2026

Dear Families

In this letter, we will go over the essential information for the upcoming Curriculum Enhancement Week (CEW) trip to Manchester. We would also like to take this opportunity to invite you to a Trip Information Meeting at Sackville on Wednesday 24 June at 5.00pm, where we will review all essential details and answer any questions you may have.

Where and When?

During the trip, we will visit the following places:

- Old Trafford and the Etihad Stadium
- The Manchester Museum
- Alton Towers
- The Trafford Centre

We will depart from Lewes Road, in front of Sackville School, at 7.30am on Wednesday 15 July and return at approximately 10.30pm on Friday 17 July.

- **Departure:** Students should begin to arrive at school from 7.00am.
- **Return:** The return journey is dependent on traffic, so we will ask students to contact you directly if there is any change to our estimated time of arrival (ETA). Otherwise, please be prepared to collect your child from Lewes Road at 10.30pm on Friday 17 July.

Accommodation and Packing

We will be staying at the Holiday Inn Express Manchester City Centre (Goadsby Street off Swan Street, Manchester, M4 5AH).

Accommodation is on a half-board basis, which includes breakfast and evening meals. However, students will need money to purchase their own lunch and refreshments during the day. This should be in the form of a prepaid card or debit card where possible, as many venues - such as Alton Towers - are now largely cashless.

All accommodation consists of twin rooms. Where possible, we have granted students their first preference for room-sharing, though this has not always been possible due to the layout of the accommodation.

We anticipate warm weather, so students should pack clothes accordingly. We suggest bringing plenty of spare clothing, as well as toiletries and other essentials. In addition, we strongly advise that sunscreen is packed, particularly with our day at Alton Towers in mind. Sensible footwear or trainers are essential, as there will be a large amount of walking throughout the trip.

Please limit packing to one holdall, the suggested size is 71cm L x 36cm W x 36cm H (28" x 14" x 14"), and one rucksack or small bag that can be carried onto the coach and used during the day.

Emergency Contacts, Phones, and Medical Information

The trip leaders will carry a dedicated trip mobile phone. Both students and parents will be provided with this number before departure, and we ask that you save it to your phone immediately. Please note this number is strictly for emergency use.

For the majority of the trip, mobile phones must remain turned off and kept in bags or pockets. Students will be allowed dedicated time to check in and contact home, and staff will clearly advise them when mobile phone usage is appropriate. **Phones will be collected by staff at night.** However, students will always know how to locate a member of staff if required overnight, and they will always be sharing rooms with their peers.

Please ensure that students who require medication or inhalers have these in their possession. Additionally, please ensure that any medical needs or dietary requirements have been formally noted on the Google Form originally sent out regarding the trip.

Final Points

We expect our students to have an amazing time, but it is worth noting that this is a logistically complex trip with multiple stops, visits, and activities. Students must listen carefully, pay attention, and follow instructions at all times to ensure everyone's safety and keep the itinerary running smoothly. We have high expectations of all students, and unfortunately if there are behaviours which fall outside of our Culture of Learning policy, it may result in students having to be collected and taken home.

We would greatly appreciate it if you could discuss the importance of these points with your child before we depart.

If you have any questions, please feel free to email either Mrs Sands - gsands@sackvilleschool.org.uk or Mr Angella - zangella@sackvilleschool.org.uk, or you can speak to us in person at the meeting on Wednesday 24 June.

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found [here](#). **No peanut or nut related products are allowed to be taken on any school visit.**

Thank you for your continued support, we look forward to seeing you at the meeting.

Yours sincerely

Mr Zach Angella and Mrs Gill Sands
Trip Leaders